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#### Contract Database Metadata Elements

Title: **Bethpage Union Free School District and Civil Service Employees Association, Inc. (CSEA), AFSCME, AFL-CIO, Local 1000, Operations Unit (1995)**

Employer Name: **Bethpage Union Free School District**

Union: **Civil Service Employees Association, Inc. (CSEA), AFSCME, AFL-CIO**

Local: **1000, Operations Unit**

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Bethpage Ufsd And Csea Local 865  
(Operations Unit)

56 SD  
1878 NC

**JULY 1, 1995 - JUNE 30, 1999**

**AGREEMENT BY AND BETWEEN**

**BOARD OF EDUCATION**

**of the**

**BETHPAGE UNION FREE SCHOOL DISTRICT**

**and**

**- THE OPERATIONS UNIT OF C.S.E.A., INC. -**

**- LOCAL 1000, AFSCME AFL-CIO -**

**OF BETHPAGE UNION FREE SCHOOL DISTRICT**

NYS PUBLIC EMPLOYMENT RELATIONS BOARD  
**RECEIVED**

FEB 23 1998

**CONCILIATION**

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## SALARY SCHEDULES

### 1995-1996

Schedule A - 12 Months  
Schedule A - 12 Months  
Schedule B - 10 Months  
Schedule C - Permanent Part-Time Typist & Account Clerk  
Schedule D - Registered Nurse  
Schedule E - Teacher Aides  
Appendix F - 1995-96 12-Month Clerical Employees Calendar  
Appendix G - Vacations  
Appendix H - 1995-96 School Calendar

### 1996-1997

Schedule A - 12 Months  
Schedule A - 12 Months  
Schedule B - 10 Months  
Schedule C - Permanent Part-Time Typist & Account Clerk  
Schedule D - Registered Nurse  
Schedule E - Teacher Aides

### 1997-1998

Schedule A - 12 Months  
Schedule A - 12 Months  
Schedule B - 10 Months  
Schedule C - Permanent Part-Time Typist & Account Clerk  
Schedule D - Registered Nurse  
Schedule E - Teacher Aides

### 1998-1999

Refer to Page 19 Article XIX, Section 1E.

## PREAMBLE

*Agreement made the May 28, 1996 by and between the Bethpage Union Free School District, Town of Oyster Bay, New York as public employer and Civil Service Employees Association, Operation Unit, as public employees for the period from July 1, 1995 to June 30, 1999 in accordance with the provisions of Article 14, Civil Service Law of the State of New York.*

## ARTICLE I - RECOGNITION

### SECTION I.

- A. The Civil Service Employees Association, Inc. Local 1000, AFSCME, AFL-CIO, the Certified Union, hereafter shall be referred to as the Association.

CSEA agrees to indemnify and hold the District harmless from any and all claims and liabilities that may result from this amendment to the collective bargaining agreement.

- B. The Board of Education of Bethpage Union Free School District, Town of Oyster Bay, New York shall hereafter be referred to as the Board.

### SECTION II.

- A. The Board of Education recognizes the Association as the sole and exclusive bargaining agent during the period of implementation of this agreement for all personnel in the Operations Unit which includes: Registered Nurses, Teacher Aides, and all Clerical Staff including permanent part-time clerical employees (employed twenty (20) or more hours per week).

## ARTICLE II - NEGOTIATIONS

### SECTION I.

All items involving wages, hours, pension, fringe benefits, and other working conditions on which agreements are reached during the annual bargaining sessions shall be reduced to writing in mutually acceptable language. The agreement reached by the parties hereby shall be accepted by Board resolution as provided by law at a duly constituted meeting thereof.

### SECTION II.

The Association agrees to submit its proposal for the school year 1999-2000 to the Board no later than January 1, 1999. The Board agrees to submit its counter-proposals to the Association no later than February 1, 1999. Both the Board and the Association agree to commence negotiations on a new agreement for 1999-2000 no later than February 1, 1999.

### SECTION III.

The provisions of this contract shall take effect as of July 1, 1995 and shall remain in force until June 30, 1999.

## ARTICLE III - WORKING CONDITIONS

### SECTION I. - *CATEGORIES AND WORK SCHEDULES*

- A. The hours of employment presently in practice shall be continued during the school year 1995-96 unless otherwise stated herein.
- B. For purposes of salary and benefits, the operations unit will be separated into the following categories:
  - 1. 12-month clerical personnel
  - 2. 10-month clerical personnel, September 1 to June 30
  - 3. permanent part-time clerical personnel (20 hours per week or more)
  - 4. 10-month personnel, September 1 to June 30 - R.N.'s
  - 5. 10-month personnel, September 1 to June 30 - teacher aides on annual salary.
- C. Categories 1. and 2. will work a 40-hour week, Monday through Friday, including lunch, as past practice. Category 3. will work a 20-hour week, Monday through Friday, 4 hours per day, five days per week, lunch excluded. Category 4. will work a 40-hour week, lunch included, Monday through Friday, each day school is in session and each day the teaching staff is required to be in attendance. Category 5. as shown in the applicable salary schedule.
- D. The parochial school calendar shall control the daily attendance of the registered nurses serving thereat until the last day of school.
- E. The regular work year for 10-month clerical employees shall commence as of the 1st day of September of any given school year and shall terminate at the close of the work day on June 30th of that school year. Ten month employees shall report to their respective offices each working day (Monday through Friday) for the period September 1st to, and including, the first day of that school year that teachers are required to report for duty. Between the first day teachers are required to report in that given school year and the final day teachers are required to report in that given school year, 10-month clerical employees will report for regular duty on each day that the teachers are required to report. In addition, 10-month clerical employees will report for regular duty each work day between the last day teachers are required to work and the 30th day of June, inclusive.



- F. 1. Registered Nurses are employed between the period from September 1 to June 30. The work days will be in accordance with the school calendar annexed hereto as Appendix H for the 1995-96 school year and as same is amended by successor years, but said employees will work, if required, before the opening day of school and after the last day of school to complete normal end of the year duties, including one (1) nurse to be selected and assigned by the administration to attend High School Graduation ceremonies. The said required work days before the opening date of school and days required to complete normal end of year duties following the end of school in June shall be determined by the Superintendent of Schools or his designee by written memorandum to said nurses.
2. Teacher aides are employed between the period from September 1 to June 30. The work days will be in accordance with the school calendar annexed hereto as Appendix H for 1995-96 school year and as same is amended for successor years, except that notwithstanding the scheduled work year as per Appendix H as annexed and as may be amended for successor years, teacher aides, if required, shall render services before the opening day of school. Teacher Aides shall render services until the last day of classes during the stated work year. It is agreed that services by teacher aides at graduation shall be part of teacher aide duties when such graduation occurs at the end of the school year and teacher aides shall be compensated at \$40.00 for this graduation duty for the length of this contract. The selection of the teacher aides for such duty shall be at the discretion of the administration.

## **SECTION II. - OVERTIME**

- A. Time and one-half (1-1/2) pay shall be paid for all authorized overtime work beyond established work schedule of full time employees in any given day, or all work prior to regular starting time and all work after regular quitting time. Time worked shall be compensated in fifteen (15) minute increments and a major portion of any increment of less than fifteen (15) minutes.
- B. Time and one-half (1-1/2) shall be paid for any time that is worked on a paid holiday, and/or Saturday. Double time shall be paid for any time that is worked on Sundays.
- C. Extra-Work - When any Operations Unit employee is called from home to perform any duties outside of employee's regular work schedule, she/he shall be guaranteed a minimum of two (2) hours overtime pay. Overtime rules shall apply to such work.
- D. All pay, plus longevity pay, shall be included in gross salary for computing overtime pay.
- E. Any employee required to work when school is closed due to inclement weather, (snow days), shall be paid at the rate of time and one-half (1-1/2).

- F. Personnel employed less than full time shall qualify for overtime only after seven (7) work hours in any day or after thirty-five (35) hours worked in any week (lunch excluded).
- G. A stipend will be paid to school nurses for particular attendance at school events beyond regular school hours as follows:
1. High School Graduation - One (1) high school nurse - \$40.00.
  2. Parent Orientation - Junior High School, one (1) nurse - \$40.00.
  3. Gym Night at Elementary Schools - One (1) nurse per event - \$40.00.
  4. Nurses shall be paid for Back to School Nights which exceed one Back to School Night as per G.2. above.

### SECTION III. - VACATIONS

- A. Vacation entitlement and periods for 12 month employees shall be in accordance with provisions in Appendix "G".
- B. If any paid holiday or holidays should occur during a vacation period, such vacation shall be extended one (1) day for each such paid holiday included therein.
- C. If a starting date for full time employment and part-time employment occurs on or prior to the 15th day of the month, a day of vacation shall be credited for that month, based on established work day schedule for each employee. If a starting date is after the 15th, there will be no vacation credited for that month. The same principle will be applied to computing vacation for the last month of employment preceding termination.
- D. Annual vacation compensation will be paid together with employee's last pay check prior to start of approved vacation, if required two (2) weeks in advance. Operations Unit employees who are obligated to take their vacations at Christmas and Easter will receive their pay check prior to the vacation if a pay day falls within the vacation period. No request for same is necessary.
- E. All bargaining unit employees hired after June 30, 1995, who work in the schools shall be prohibited from taking vacation on days during which schools are in session, absent special permission being granted by the Superintendent due to exigent or exceptional circumstances.
- F. This section applies solely to 12-month employees.

### SECTION IV. - NURSES UNIFORMS

Two (2) lab coats will be provided by district to each newly employed nurse. During each year of the contract, nurses may turn in one lab coat for replacement. Request for replacement shall be made prior to June 30th of the preceding year.

## ARTICLE IV - RETIREMENT PLAN

### SECTION I. - *RETIREMENT*

- A. Benefits are available to Operations Unit employees who are members of the retirement plan under the 1/60 program retroactive to April, 1938 (Section 75e).
- B. Effective July 1, 1991, Tier I and Tier II Operations Unit employees shall be eligible for the early retirement incentive option available under Section 75i of the New York State Employees Retirement Plan.
- C. The District shall offer a retirement incentive of \$8,000 for full-time employees, pro rated for part-time employees, who notify the District of their intent to retire by May 15, 1996, and whose retirement is effective by June 30, 1996.

## ARTICLE V - PROMOTIONS

### SECTION I. - *OPEN POSITIONS - OPPORTUNITIES TO APPLY*

All open positions paying higher salary differential shall be adequately publicized in every building on bulletin boards, and all qualified non-teaching personnel shall be given adequate opportunity to make application for such positions.

### SECTION II. - *COMPETITIVE POSITIONS*

In filing competitive positions, the district shall request the Nassau County Civil Service Commission to conduct a promotional examination. In instances where the county will not approve a promotional examination, the district will then seek an open competitive examination as required under Civil Service Laws and Regulations if there is no list in existence.

### SECTION III. - *NON-COMPETITIVE POSITIONS*

- A. All promotional vacancies within a given classification shall be filed by the Board on the basis of qualification and seniority. Past performance shall be considered as part of qualification.
- B. For purposes of promotions, seniority as hereinafter defined in Article VI, Section I., shall mean time worked within the classification where the promotional vacancy exists.

### SECTION IV. - *STEP PLACEMENT OF PROMOTED EMPLOYEES*

All Operations Unit employees who are promoted shall not be placed on any step lower than the step occupied on employees' salary schedule before promotion.

## **SECTION V. - NEW EMPLOYEES**

- A. All new employees hired to full-time or permanent part-time (20 or more hours per week) positions shall be approved by the Board of Education within sixty (60) days of hiring and notice of same shall be given to Unit President.
- B. Persons hired for temporary positions shall be notified at time of hiring of the temporary nature of employment and same shall be noted on the employment application.
- C. Permanent appointments of new employees shall comply with the Civil Service Law and applicable regulations promulgated thereunder.

## **ARTICLE VI - SENIORITY**

### **SECTION I. - LAYOFFS**

If layoffs become necessary, provisional and probationary employees within a group classification shall be laid off before any permanent employee shall lose any time. If, after all provisional and probationary employees in a particular group have been laid off and other reductions in the work force are necessary, the employer shall lay off in accordance with the principles of seniority within the position classification, i.e., that last person hired shall be the first person laid off and the last person laid off shall be the first person re-hired. It is understood that position classification as used herein refers to positions identified in the annexed Salary Schedules (A,B,C,&D). Positions separately identified shall not be deemed to constitute the same position by reason of alignment over a common salary step schedule.

### **SECTION II. - RE-HIRING**

- A. Before hiring any new employees, the available work must first be offered to employees on layoff in the same category who were laid off within three (3) years of the date that the opening occurs, by sending a written notice to such employee by registered or certified mail, return receipt requested, directing him/her to return to work at a date and time not less than fourteen (14) calendar days from the date of the mailing of such notice, except that employee must notify District in writing within ten (10) calendar days of decision or be deemed to have rejected re-employment.
- B. Persons re-hired after layoff shall be employed on the basis that they will enjoy the same salary step, vacation entitlement and other benefits afforded them under the terms of the contract currently in force; no benefit or salary step accrual shall occur during layoff period.

**SECTION III. - WAGES AND SENIORITY OF PERMANENT PART-TIME EMPLOYEES  
TRANSFERRED TO FULL-TIME EMPLOYMENT**

- A. Employees transferred from part-time to full-time status shall be placed on the salary step computed as follows:

*The number of hours worked over the previous years will be totaled to arrive at a total number of hours to date. This total number of hours will be divided by 1650 hours for a full-time position, both 10 and 12 months. The result of the division will determine the number of hours experience to be allowed for said employee for benefits based on service time and for placement on step of a full-time position. If the result is 75% or more, a full year will be granted; if less, no credit for the year will be given, only benefits will be payable.*

- B. Converted credit time as determined under Article VI, Section IIIA shall not constitute seniority time entitlement in converted full-time position for layoff purposes.

**ARTICLE VII - ASSISTANCE IN ASSAULT OR CIVIL CASES**

**SECTION I. - REPORT OF ASSAULTS**

Operations Unit employees shall promptly report all cases of assault brought against Operations Unit employees and/or civil actions filed against them in connection with their employment to the Superintendent of Schools. The Superintendent of Schools shall acknowledge receipt of such report within three (3) days. The following statute sections are set forth as informational items to employees of the unit and relate to certain protections in the case of claims or any judicial proceedings involving members of the unit arising from the duties they perform in the Bethpage Public Schools. It is understood and agreed that the recital of these sections does not add or detract from the school district's statutory obligations by reason of their recital herein. They are intended solely for the convenience of the unit employees in ascertaining their rights.

SECTION 3023 - This section covers protection of employees under certain circumstances in claims charging negligence.

SECTION 3028 - This section sets forth the duties of school districts in connection with providing attorney and paying legal fees in the case of civil or criminal charges arising from disciplinary actions taken against any pupil of the district while the employee is in the discharge and within the scope of employee's or authorized volunteer duties.

**NOTE:** *All of these sections provide for prompt notice to the School Board. It is imperative that any employee who has knowledge of any claim or proceeding which may arise out of her/his duties in the schools forthwith give notice to the School Board as provided by statute, together with any papers, court processes, letters or other documents received. In addition, employee should promptly refer to the above-stated statutes in order to determine his or her rights as set forth by the identified legislation.*

## **ARTICLE VIII - EMPLOYEE RATINGS**

### **SECTION I. - RATING REVIEWS**

Any rating of an employee shall be in writing and shall be shown to employee by her or his supervisor. Employee shall review same and initial. It is clearly understood that initialing of such rating shall not be deemed to indicate agreement therewith.

## **ARTICLE IX - MISCELLANEOUS**

### **SECTION I. - PRIOR WORK CREDIT - NEW EMPLOYEES**

All employees new to the District and appointed by the Board may be granted credit for prior related work experience.

### **SECTION II. - QUALIFICATION OF EMPLOYEES**

No person shall be permanently employed by the District in a non-teaching capacity who is not qualified under applicable Civil Service Laws and Regulations.

### **SECTION III. - COMPENSATION OF EMPLOYEES WORKING OUT OF TITLE**

No person shall work out of title for a consecutive period in excess of one (1) week, unless compensated following such week, at the same rate of pay such employee would earn had she/he achieved a promotion notwithstanding the fact that the position is temporary. The promotional rate during such temporary service shall terminate upon return of employee to her/his regular work. It is understood and agreed that coverage provided for vacation periods shall not result in such increased rate of pay at the promotional rate, provided that the vacation period does not exceed four weeks.

### **SECTION IV. - PAYMENT OF DISTRICT APPROVED STUDY COURSES**

Courses of study undertaken with District approval pertinent to employee's occupation, shall be paid by the District and District shall provide necessary books which however, shall be the property of the District. Employee taking courses with prior District approval outside of working hours shall be granted compensatory time with pay. When courses are taken during working hours with District approval, employee shall receive regular pay. Employees applying to attend such study courses shall receive an answer granting or denying such application within a reasonable period of time.

## **SECTION V. - *POST RETIREMENT BENEFITS***

Post-retirement benefits currently being provided to retired employees shall be continued as follows:

**HEALTH INSURANCE:** The district will pay 50% of individual coverage and 35% of family coverage of the plan in effect at retirement. The employee's contribution will be deducted from this retirement allowance by the New York State Employee's Retirement System.

## **SECTION VI. - *COLLECTIVE BARGAINING AGREEMENT***

The Operations Unit shall not allege interference with this Collective Bargaining Agreement if district administratively grants one (1) sick day usable only during period from September 1 to June 30, or accumulable as part of sick day accumulations of any ten (10) month employee of the Operations Unit employed for nineteen (19) or more days as a per diem employee, by mutual consent of such employee and the district during the period from July 1 to August 31 of any year.

It is understood that such July or August per diem employment by the District of any one or more 10 month employees shall not constitute or create any contractual or negotiatory rights on behalf of the Operations Unit with reference to the July or August employment of such ten (10) month employees of the Operations Unit.

## **SECTION VII. - *USE OF PERSONAL AUTO***

Employees will receive semi-annual forms to reimburse them when they use their personal automobiles, when authorized by their supervisor to do so for district business, at the rate of \$.29 (twenty-nine cents) per mile. If personnel of any other district unit receive a higher rate of reimbursement, operation unit members shall receive such additional amount. Employee shall obtain written confirmation of such mileage use from authorizing supervisors at least once weekly and shall attach same to forms to be furnished by district upon request of employee for semi-annual reimbursement for use of their personal automobiles.

## **SECTION VIII. - *PERSONNEL ASSIGNMENTS***

District shall notify the Operations Unit president of any permanent change in work assignments and addition or termination of unit personnel.

## **SECTION IX. - *CONFIDENTIAL EMPLOYEES***

The Union agrees that it will not contest the confidential employee designation for Ruth Hermele, who holds the position of Office Manager, and Elizabeth Skrypek, who holds the position of Duplicating Machine Operator, for so long as they continue to be employed in those positions.

## ARTICLE X - ON THE JOB INJURIES

### SECTION I. - *COMPENSATION DURING ABSENCE*

- A. Operations Unit employees shall receive, at employee's option, full pay under sick leave coverage to the extent thereof, or in the alternative, employee may apply for Workmen's Compensation, however, without using employee's sick leave days. If employee elects to use sick leave days and district is reimbursed by Workmen's Compensation for days out, the employee will be credited with the number of sick days equivalent to the compensation reimbursement received by the district. It is understood that during the 5 work days waiting period, employee may use sick leave.
- B. The district shall provide a non-occupational disability income policy conforming to the requirements of the existing New York State Disability Benefits Law (DBL) for all members of the Operations Unit described in Article I, Section II, with the employee members contribution to the premium being the maximum permitted by law.

## ARTICLE XI - LEAVE ALLOWANCE

### SECTION I. - *SICK LEAVE*

- A. During the probationary period of all unit employees employed 20 hours or more per week, said employees shall not be entitled to paid sick leave. Following successful completion of the probationary period, such employees shall be credited with sick leave days she/he would have earned as a non-probationary employee commencing from the first day of probation and such leave days together with additional sick leave days earned after the probationary period may be accumulated as provided in Section IB of this article.
- B. All unit employees shall be entitled to one (1) sick day per month of their regular scheduled months of service during the school year. Such sick leave days, if not used, to be accumulable up to 150 days maximum.
- C. Sick leave days as used in this article is defined as days available to provide regular pay for days where employee absence results from illness or disability.
- D. Employees absent for more than five (5) consecutive working days because of personal illness are required to submit a doctor's certificate, explaining nature of illness, upon return to duty in order to claim sick leave beyond five (5) days.
- E. Any employee leaving during workday due to on the job injury shall be paid for the full day.



- F. Irrespective of the provisions of paragraph D., after an employee has taken three (3) days of sick leave on a Friday or Monday, or on the days preceding or following a paid holiday or vacation, in a school year, the Superintendent, in his discretion, can request that such employees who thereafter during the school year take sick leave on a Friday or Monday, or on the days preceding or following a paid holiday or vacation, submit a doctor's note validating their inability to report to work on those days. Failure to provide such doctor's note for any such day shall disqualify employee's entitlement for sick leave pay for such days and employees shall not be paid for absence on any such disqualified day.

## **SECTION II. - APPEARANCES BEFORE COURTS AND GOVERNMENT AGENCIES RESULTING FROM SCHOOL DISTRICT DUTIES**

If an employee, by reason of her/his duties in the District, is required to appear before the State Motor Vehicle Bureau, Department of Education, or any other Federal, State, County, Town or Village agency, the employee shall be granted leave without loss of pay or without charge to any other leave allowance.

## **SECTION III. - PERSONAL LEAVE**

- A. Each member of the bargaining unit shall be entitled to five (5) personal leave days annually. The five days of personal leave shall be allowed provided they are taken for one of the reasons specified in subparagraph (\*) and provided the bargaining unit member gives such notice thereof as the circumstances permit through her/his supervisor.

### ***\*Reasons for Personal Leave***

1. *Death in the immediate family of the bargaining unit member, such as the death of a parent, parent-in-law, grandparent, grandchild, sister, brother, spouse, child, or relative living in the household of the employee.*
2. *Attendance at the funeral of a close friend or relative.*
3. *Observance of a major religious holy day.*
4. *Serious illness in the immediate family as defined in (a) above.*
5. *Attendance at house closing.*
6. *Required appearance in court.*
7. *One day for attending a child's High School or College graduation.*
8. *One day for Court Appearance in connection with an adoption of a child.*
9. *1/2-day attendance at Motor Vehicle Bureau to obtain or renew license or vehicle registration.*

Except for unforeseeable emergency, a twenty-four (24) hour notice shall be given to the District. Fifty (50%) per cent of personal days which are not used during the year are to be added to accumulated sick leave allowance.

- B. 1. Employees with a minimum of seven (7) years in district service shall be entitled to one (1) year's personal leave without pay, without loss of seniority accrued prior to commencement of such leave. Employee taking such leave shall on return be placed on the next salary step which said employee would have received during the leave year if such leave had not been taken.
2. No more than two (2) employees shall receive such personal leave in any year of this agreement and no more than one (1) employee in any office or classification in any year.
3. Eligible employees shall be entitled to apply for such personal leave between January 3 to April 15 in any year. Such leave shall be granted on the basis of first filed request, in the event of applications in excess of the number provided for herein. In the event that more than one application is filed on the *same* day, the application of employee with the greatest period of service in the district shall be deemed first filed as between such employees filing on the same date.
4. In the event of a medical emergency involving a member of employee's immediate family which for purposes of this article shall also include parents of employee or of their spouses, the foregoing period required for application of personal leave to be made within the period from January 3 to April 15 as above provided may be waived and such leave may be requested at any time during the year to commence as soon as practicable within the year of application provided the number of employees on leave shall not exceed the maxima provided above.
- C. Employees in order to take personal leave days on a Friday or Monday, or on days preceding or following a paid holiday or vacation must, except in unforeseen emergencies, provide seventy-two (72) hours advance written notice of such a requested leave day and the Superintendent, in his discretion, can require the employee to submit proof validating the reason for the personal leave request on such days.

#### **SECTION IV. - JURY DUTY**

Operations Unit employees required to appear or serve on jury duty, shall be reimbursed for all pay lost as a result of such service or appearance. The employee's salary shall be maintained, but she/he shall be required to payover or re-endorse to the Board or other designated authority any monies or checks received in payment for such jury service. Notice of jury duty must be submitted to the Assistant Superintendent for Business.

#### **SECTION V. - OPERATIONS UNIT MEETING AND VISITATIONS WITHIN OR OUTSIDE THE DISTRICT**

- A. Approval to attend such meetings will be confined to areas of employee's subject or specialty at the recommendation of the Assistant Superintendent for Business approved by the Board of Education or its designated representatives.

- B. Four members of the Operations Unit shall be allowed, at unit's expense, to attend one C.S.E.A. conference per annum, not to exceed one (1) day, without loss of pay or leave time. If a single member attends conference(s), four days shall be allowed. Forty-eight hour prior notice shall be given the District for such leave.

#### **SECTION VI. - *GRIEVANCE COMMITTEE VISITATIONS DURING WORKING HOURS***

Where urgent circumstances so require, a member of the Operations Unit Grievance Committee, on prior authorization of the Assistant Superintendent for Personnel or such other person as Superintendent may designate on prior notice to unit, and provided there is no interference with plant operation, may be allowed to investigate the grievance during working hours.

#### **SECTION VII. - *MEDICAL EXAMINATION***

- A. School ordered examinations or routine examinations performed by a doctor selected or provided by the District shall be paid for by the District and shall be conducted during normal working hours, except that where the doctor designated by the District has no hours available during normal working hours, such examinations shall be conducted after normal working hours without employee time charged to the District.
- B. If employee chooses his/her own doctor for routine examination, said employee shall pay the medical fee. Time off provisions as above will apply.

#### **SECTION VIII. - *REDEMPTION OR UNUSED ACCUMULATED SICK LEAVE ON RETIREMENT OR DEATH (Limited to Employees 20 hours per week or more)***

##### **A. REDEMPTION OF SICK DAYS UPON RETIREMENT**

##### **1. ELIGIBILITY**

- a. Only Operation Unit members employed twenty hours or more per week shall be entitled to the benefits of this Article XI - Section VIII.
- b. Effective July 1, 1980, an Operation Unit member who is or becomes eligible to retire and to receive retirement benefits under the New York State Retirement System and who submits a retirement resignation to the District to take effect within (30) days of the effective date of retirement under the New York State Retirement System with proof to the District that such retirement has been granted under the Retirement System shall be entitled to receive the sick day monetary redemption as set forth in Article XI - Section VIII, 2 (a), (b) 1, (b) 2, 3 (a), 3 (b).

2. REDEMPTION RATE

- a. Full time Operation Unit members, i.e. regularly employed 35 hours per week, who are eligible and who qualify for sick day monetary redemption pursuant to Article XI - Section VIII A (a and b) above set forth shall be entitled to cash monetary redemption of accumulated sick days as per the following schedule for 1995-96:

Effective July 1, 1995 to June 30, 1996, the cash monetary redemption for accumulated sick days shall be as follows:

<i>0 to 50 Accumulated Sick Days</i>	<i>\$40.00/per day</i>
<i>51 to 100 Accumulated Sick Days</i>	<i>\$45.00/per day</i>
<i>101 to 150 Accumulated Sick Days</i>	<i>\$50.00/per day</i>

- b. Effective July 1, 1991 to June 30, 1996, in order to be eligible for the aforesaid payments, an employee working ten (10) months must accumulate a minimum of 41 unused sick leave days, while (12) month employees must have accumulated a minimum of 50 such days.

If the appropriate number of days have been accumulated, payment at the appropriate per day rate shall be from the first accumulated day.

- c. Effective July 1, 1996 through June 30, 1999, the rate for the redemption for all unused sick days shall be increased to \$50.00 per day, up to a maximum of 150 days (pro rated for part-time employees).

For purposes of sick day monetary redemption employees whose effective retirement resignation date occurs at a time other than June of any school year shall be credited with one (1) sick day for every month that they were regularly employed since the June 30 next preceding the effective date of their retirement resignation from the District.

- d. 1. Part-time Operations Unit members, i.e., those regularly employed less than thirty-five (35) hours per week who are eligible and qualify for sick any monetary redemption pursuant to Article XI - Section VIII A, 1, (a) and (b) shall receive a prorata benefit based on the Schedule provided above (Article XI - Section VIII A-2.a.) as follows:

<i>Persons employed</i>	<i>Receive Amount</i>
<i>20 hours per week</i>	<i>57.1% of scheduled amount</i>
<i>25 hours per week</i>	<i>71.4% of scheduled amount</i>
<i>30 hours per week</i>	<i>85.7% of scheduled amount</i>

BETHPAGE SCHOOLS  
BETHPAGE UNION FREE SCHOOL DISTRICT  
Bethpage, New York

**REGISTERED NURSE SALARY SCHEDULE - SCHEDULE "D"**  
*Effective July 1, 1997 - June 30, 1998*

Salary Steps

Registered Nurse

1	28,231
2	29,197
3	30,163
4	31,126
5	32,090
6	33,053
7	34,015
8	34,982
9	35,949
10	36,497

Longevity Increase: \$600 after 12 years of continuous District service on salaried basis;

Additional: \$850 after 15 years of continuous District service on salaried basis;

Additional: \$435 after 18 years of continuous District service on salaried basis;

Additional: \$400 after 28 years of continuous District Service on salaried basis.

Longevity prorated in accordance with salary payments, and in no event shall any longevity payment be due or payable beyond last date of employment in the district.

## **B. REDEMPTION ON DEATH OF EMPLOYEE**

1. In the event that any Operation Unit member eligible to receive monetary redemption of sick days under Article XI - Section VIII A, 1, (a) dies prior to retirement, his/her estate shall be entitled to receive monetary redemption of all accumulated sick days to the same extent as if such employee had duly submitted a retirement resignation one (1) day prior to his/her death in accordance with Article XI - Section VIII A, 1, (b).
2. In the event that no estate is established for an employee entitled to this benefit for a period of one year after death, or if district is satisfied that there is no estate administrable through the Surrogate Court, District may upon receipt of affidavits or other proof satisfactory to the District pay over the full amount of the benefit herein to employee's spouse in the first instance, thereafter to the next of kin pursuant to the Laws of Distribution of the State of New York, made and provided for in the case of intestacy.

Any payment by District made pursuant to affidavits and/or other reasonable proof shall relieve the District of any further liability hereunder, so long as the District makes such payments in good faith. Benefits hereunder, for which no written claim has been made within two (2) years of employee's death shall lapse, without any future liability to the District.

3. No interest shall be payable on the death benefit provided herein, unless the District fails or refuses without reasonable cause to pay same within ninety (90) days of a duly verified notice of claim received within two (2) years of employee's death. Delay resulting from District's desire to obtain satisfactory proof of claimant's rights to payment shall constitute reasonable cause.

## **ARTICLE XII - NOTICE OF ACCUMULATED BENEFITS AND SALARY**

Operations Unit employees shall be advised, by October 1st, baring unforeseen difficulties, of their rate of pay and accumulated benefits.

## **ARTICLE XIII - PREGNANCIES**

Permanent Operations Unit employees shall, upon written request, be granted up to one (1) year maternity leave, and shall be reinstated at the same or comparable step on their return.

Any part time member regularly employed more than twenty (20) hours but less than twenty-five (25) hours per week or more than twenty-five (25) but less than thirty (30) hours per week, etc., shall have his or her regularly worked hours per week between 20-25, 25-30, 30-35 credited at the same rate as the part time percentages above set forth.

2. In the event that a change of regular work week schedule occurs at the beginning of any work year, i.e., full time to part time or part time to full time, Operations Unit members shall be provided with a statement showing the number of sick days accumulated under the schedule worked before such change and the hours per week worked under such prior schedule in order to determine the value of sick days accumulated prior to the change of regular work week schedule. For purposes of this Article XI - Section VIII only if any regular work schedule is changed during the school year, hourly work weeks during the year when such change occurs shall be averaged as of June 30 following the change in order to determine the value of sick days accumulated during said year.

*Example: Full time employee changed to half-time in mid-year of employee's work year (7 hours to 4 hours per day or 35 hours to 20 hours per week) who works for the full year - employee in such year shall be credited with 5-1/2 hours per day or 27% hours per week for such year. Regular work schedule as used herein shall not include overtime assignments or temporary schedules that do not continue in excess of two (2) calendar months of any work year.*

3. a. The accumulations of sick days establishing employees eligibility for purposes of monetary redemption under this article shall be reckoned on the basis of the employee's regular work schedule at the time of accumulation so that an employee, for example, that accumulated sixty (60) days as a twenty (20) hour per week employee and thirty (30) days as a full time thirty-five (35) hour per week employee shall be credited with ninety (90) days of accumulated sick days albeit that the sixty (60) days accumulated under the twenty (20) hour per week work schedule shall be redeemable at 57.1% of the scheduled amount shown under paragraph 2 (as above) and thirty (30) days shall be redeemable at 100% of said schedule amount.
- b. The fact that one and three-quarters (1-3/4) of part-time (4 hours per day) sick days accumulation are required to provide sick pay for one full day's absence on a full-time (7 hours per day) schedule, shall not reduce sick day accumulations that employee achieved while employed under a part-time schedule in determining eligibility under Article XI, Section VIII, Subsection 2(a), nor in like manner shall the fact that each sick day accumulated while an employee works full-time (7 hours per day) providing compensation for one and three-quarters (1-3/4) days of absence if such an employee's regular work day schedule is changed from seven (7) hours per day to four (4) hours per day, serve to increase the number of days accumulated in establishing eligibility under said Article XI, Section VIII, Subsection 2(a).

## **ARTICLE XIV - HOLIDAYS**

All 12 month Operations Unit employees shall be granted twelve (12) paid holidays per annum to be designated by the Superintendent of Schools during the period from July 1 to June 30 of each year, plus one (1) additional paid day, on an option basis, following consultation and agreement with supervisor.

## **ARTICLE XV - PERSONNEL FILES**

### **SECTION I. - *RIGHT TO EXAMINE***

Upon request, any Operations Unit employee shall be permitted to examine her/his official employment and personnel file, confidential information excepted.

### **SECTION II. - *SINGLE FILE PER EMPLOYEE***

There shall be only one Operations Unit employee personnel file in which the above type of material is filed.

### **SECTION III. - *UNFAVORABLE REPORTS***

No material derogatory to a non-teaching employee's conduct, service, character, or personality shall be placed in the file unless the employee has had an opportunity to read the material. The employee shall acknowledge that she/he has read material by affixing her/his signature on the actual copy to be filed with the understanding that such signature merely signifies that she/he read the material to be filed, and does not necessarily indicate agreement with its content.

### **SECTION IV. - *EMPLOYEE'S RIGHT TO ANSWER***

The employee shall have the right to answer any material filed, and her/his answer shall be attached to the file copy.

## **ARTICLE XVI - ASSOCIATION BUSINESS**

### **SECTION I. - *USE OF DISTRICT FACILITIES***

Permission shall be granted for the use of District facilities for meetings within the policy covering non-school use of school facilities. Appropriate application must be filed and approved by authorizing person.

### **SECTION II. - *BULLETIN BOARD***

At least one bulletin board shall be reserved at an accessible place in each building and/or department, for the exclusive use of the Association for the purpose of posting. Abusive or derogatory material to be excluded. Such material shall deal with proper and legitimate Association business.



### **SECTION III. - BOARD MEETING AGENDAS**

Two copies of the agenda for a Board meeting shall be forwarded, to the Operations Unit President, as soon as prepared.

### **SECTION IV. - DISTRICT MAIL SERVICE**

Operations Unit shall have permission to use District's mail service for Association business, so long as such permission is not abused. No correspondence which is disparaging to the character or integrity of School District officers or personnel shall be circulated through District mail service.

### **SECTION V. - REPRODUCTION OF CONTRACT**

This Agreement shall be reproduced without cost to the Association, and copies shall be distributed to all members within a reasonable period.

### **SECTION VI. - MEETING WITH DISTRICT ADMINISTRATOR**

Approximately once monthly at the request of either party, an appropriate Administrator and Officers of the Association will meet to discuss problems or to clarify concerns of either party for the purpose of promoting harmony amongst Operations Unit Members and the District. In any event, an Administrator and the aforesaid representatives of the Association shall meet once during the third and sixth months of the school year to promote the foregoing purpose.

### **SECTION VII. - MEETING WITH SUPERINTENDENT**

The Unit President, or her designee, shall be allowed up to four (4) hours each month to meet with the Superintendent, or his designee, during school time, to discuss labor-management concerns, provided that these meetings shall not result in any cost to the District; e.g. require use of substitutes.

## **ARTICLE XVII - DUES DEDUCTION**

### **SECTION I. - RESPONSIBILITY FOR DEDUCTIONS FROM WAGES**

CSEA, Inc. shall have exclusive rights to payroll deductions of dues and union sponsored insurance and benefit program premiums for employees covered by this agreement. Such dues and premiums shall be remitted to CSEA, Inc., 143 Washington Avenue, Albany, NY 12210 on a payroll period basis. No other organization shall be accorded any payroll privileges without the express consent and written authorization of CSEA, Inc.

CSEA agrees to indemnify and hold the District harmless from any and all claims or liabilities resulting from this amendment to the collective bargaining agreement.

### **SECTION II. - ASSOCIATION'S RIGHT TO WAGE DEDUCTION INFORMATION**

Upon request annually, the Board shall provide the Association with a list of those employees who have voluntarily authorized the Board to deduct dues and insurance premiums for the Association.

## ARTICLE XVIII - NEW POSITIONS

### SECTION I. - CREATION OF NEW POSITIONS

- A. When titles describing a new position are created, salaries for those positions must be negotiated with Association representative to be effective in the next budget year.

## ARTICLE XIX - SALARIES (Base)

### SECTION I. - SALARY SCHEDULE - 1995-99

- A. The Salary Schedules for the school years July 1, 1995 to June 30, 1996 is hereto annexed, and made part of this Agreement as per Appendix. Clerical Schedule "A" (12 months); Clerical Schedule "B" (10 months); Permanent Part-time Typist & Account Clerk Schedule "C"; Registered Nurse Schedule "D" and Teacher Aide Schedule "E".
- B. 1995-96 - July 1, 1995 to June 30, 1996 a 0% increase over the salary schedule in effect June 30, 1995 and all \*eligible employees shall advance to next step.
- C. 1996-97 - July 1, 1996 to June 30, 1997 a 3.7% increase over the salary schedule in effect June 30, 1996 and all \*eligible employees shall advance to next step.
- D. 1997-98 - July 1, 1997 to June 30, 1998 a 3.7% increase over the salary schedule in effect June 30, 1997 and all \*eligible employees shall advance to next step.
- E. 1998-99 - July 1, 1998 to June 30, 1999, the salary schedule in effect June 30, 1998 and all eligible employees\* shall be increased by the percentage increase in the All Urban Consumers New York, Northeastern, New Jersey Area Consumer Price Index as reported by the United States Department of Labor Bureau of Labor Statistics, for the 12 month period from March 1, 1997 through February 28, 1998 when reported. Said percentage increase shall be subject to a floor of 2.5% and ceiling of 4.5% and all eligible employees shall advance to the next step.
- F. Without abridgement of any other lawful rights of either party hereto, it is expressly understood that the district in its discretion shall be entitled to reduce or increase the length of the teacher aide's work day and that teacher aide salaries shall be decreased or increased by pro-ration. It is further understood that variations of length of work day may be made on a building and function basis without regard to seniority.
- \* "Eligible employees", as used above, refers to all employees who have not reached the top step in their respective salary schedule, and are entitled to a step increase on the anniversary date of their last step increase until they reach the last step on their respective salary schedules. Salary Schedule increases as used above means all steps on "Salary Schedule" but does not include any longevity benefits or other employee compensation provisions other than regular salary steps.

## **SECTION II. - LONGEVITY ENTITLEMENT**

### **Longevity Entitlement for twelve (12) month employees (1995-96):**

\$400.00 after completion of twelve (12) years of continuous District Service on full-time salaried basis.

An additional \$650.00 after completion of fifteen (15) years of continuous District Service on full-time salaried basis.

An additional \$350.00 after completion of eighteen (18) years of continuous District Service on full-time salaried basis.

An additional \$200.00 after completion of twenty-eight (28) years of continuous District Service on full-time salaried basis.

### **Longevity Entitlement for ten (10) month employees (1995-96):**

\$400.00 after completion of twelve (12) years of continuous District Service on full-time salaried basis.

An additional \$650.00 after completion of fifteen (15) years of continuous District Service on full-time salaried basis.

An additional \$235.00 after completion of eighteen (18) years of continuous District Service on full-time salaried basis.

An additional \$200.00 after completion of twenty-eight (28) years of continuous District Service on full-time salaried basis.

### **Longevity Entitlement for permanent part-time employees (1995-96):**

After twelve (12) years of continuous District Service as permanent part-time personnel employed twenty (20) or more hours per week, is \$250.00 unless otherwise provided in annexed schedules.

After fifteen (15) years of continuous District Service as permanent part-time personnel employed twenty (20) or more hours per week, is \$325.00 unless otherwise provided in annexed schedules.

After eighteen (18) years of continuous District Service as permanent part-time personnel employed twenty (20) or more hours per week, is \$147.00 unless otherwise provided in annexed schedules.

After twenty-eight (28) years of continuous District Service as permanent part-time personnel employed twenty (20) or more hours per week, is \$200.00.

### **Longevity Entitlement for twelve (12) month employees (1996-97):**

\$500.00 after completion of twelve (12) years of continuous District Service on full-time salaried basis.

An additional \$750.00 after completion of fifteen (15) years of continuous District Service on full-time salaried basis.

An additional \$450.00 after completion of eighteen (18) years of continuous District Service on full-time salaried basis.

An additional \$300.00 after completion of twenty-eight (28) years of continuous District Service on full-time salaried basis.

**Longevity Entitlement for ten (10) month employees (1996-97):**

\$500.00 after completion of twelve (12) years of continuous District Service on full-time salaried basis.

An additional \$750.00 after completion of fifteen (15) years of continuous District Service on full-time salaried basis.

An additional \$335.00 after completion of eighteen (18) years of continuous District Service on full-time salaried basis.

An additional \$300.00 after completion of twenty-eight (28) years of continuous District Service on full-time salaried basis.

**Longevity Entitlement for permanent part-time employees (1996-97):**

After twelve (12) years of continuous District Service as permanent part-time personnel employed twenty (20) or more hours per week, is \$312.00 unless otherwise provided in annexed schedules.

After fifteen (15) years of continuous District Service as permanent part-time personnel employed twenty (20) or more hours per week, is \$375.00 unless otherwise provided in annexed schedules.

After eighteen (18) years of continuous District Service as permanent part-time personnel employed twenty (20) or more hours per week, is \$209.00 unless otherwise provided in annexed schedules.

After twenty-eight (28) years of continuous District Service as permanent part-time personnel employed twenty (20) or more hours per week, is \$300.00.

**Longevity Entitlement for twelve (12) month employees (1997-98 and 1998-99):**

\$600.00 after completion of twelve (12) years of continuous District Service on full-time salaried basis.

An additional \$850.00 after completion of fifteen (15) years of continuous District Service on full-time salaried basis.

An additional \$550.00 after completion of eighteen (18) years of continuous District Service on full-time salaried basis.

An additional \$400.00 after completion of twenty-eight (28) years of continuous District Service on full-time salaried basis.

**Longevity Entitlement for ten (10) month employees (1997-98 and 1998-99):**

\$600.00 after completion of twelve (12) years of continuous District Service on full-time salaried basis.

An additional \$850.00 after completion of fifteen (15) years of continuous District Service on full-time salaried basis.

An additional \$435.00 after completion of eighteen (18) years of continuous District Service on full-time salaried basis.

An additional \$400.00 after completion of twenty-eight (28) years of continuous District Service on full-time salaried basis.

**Longevity Entitlement for permanent part-time employees (1997-98 and 1998-99):**

After twelve (12) years of continuous District Service as permanent part-time personnel employed twenty (20) or more hours per week, is \$375.00 unless otherwise provided in annexed schedules.

**Longevity Entitlement for permanent part-time employees (1997-98 and 1998-99) continued:**

After fifteen (15) years of continuous District Service as permanent part-time personnel employed twenty (20) or more hours per week, is \$425.00 unless otherwise provided in annexed schedules.

After eighteen (18) years of continuous District Service as permanent part-time personnel employed twenty (20) or more hours per week, is \$272.00 unless otherwise provided in annexed schedules.

After twenty-eight (28) years of continuous District Service as permanent part-time personnel employed twenty (20) or more hours per week, is \$400.00.

M. Longevity payments shall be prorated with salary payments over the work year. No longevity payment shall be due and payable beyond last date of employment in the District.

**SECTION III. - COMPUTATION OF HOURLY RATE FOR OVERTIME AND DOCKING PURPOSES**

The method for determining the hourly rate for unit members, solely for the purposes of calculating overtime pay and docking of wages, shall be as follows: For full-time twelve (12) and ten (10) month employees, the hourly rate shall be determined by, first, dividing their annual salaried by the applicable number of bi-weekly pay periods in a work year and, then, dividing that figure by seventy (70), which number represents the amount of normally assigned work hours for full-time employees in a bi-weekly pay period. For part-time twelve (12) and ten (10) month employees, the hourly rate shall be determined by, again first, dividing their annual salaries by the applicable number of bi-weekly pay periods in a work year and, then, dividing that figure by the number of work hours normally assigned to the part-time employees during the bi-weekly pay period. It is agreed and acknowledged by the parties that the above method for calculating the hourly rate shall have no effect on, and no relation to, the method for calculating unit members' annual salaries.

**ARTICLE XX - INSURANCE**

**SECTION I. - ELIGIBILITY**

Bargaining Unit employees must be hired to work twenty (20) or more hours per week to be entitled to Insurance coverage under this article. Health and dental insurance coverage provided to eligible part-time employees, as defined in the preceding sentence, who are hired on or after July 1, 1991 shall be prorated based on their hours worked.

**SECTION II. - HEALTH INSURANCE**

A. It is understood and agreed that the district shall pay 90% of the cost of enrollment in any of the following Health Plans: H.I.P., Empire Core Plus. Coverage may be for either individual or family plans. During the length of this agreement the Operations Unit shall not receive less toward health insurance than any other District unit.

- B. Operations Unit members first employed in this District after June 30, 1980 shall be entitled to enroll only for the "Empire Core Plus" health plan. Any person who was regularly employed on or prior to June 30, 1980 but was excessed thereafter, shall, on recall be entitled to enroll in the plan held at time of excess.

**SECTION III. - *SHARING OF SCHOOL DISTRICT'S PREMIUM COST OF HEALTH INSURANCE UPON EMPLOYEE WAIVER OF COVERAGE***

During the term of this agreement a unit employee who is employed by the Bethpage Union Free School District as of October 12, 1988 and who is enrolled in a District Health Plan under either Individual or Family Coverage as of said date may elect to withdraw from such District Health Plan and waive the coverage (either Individual or Family) in force thereunder as of said date, whereby such electing employee shall be entitled to receive in two (2) semi-annual installments (January 1 and June 30) fifty (50%) percent of the premium monies actually saved by the District, (i.e. fifty [50%] percent of the District's portion of the premium). An election to withdraw from the Health Plan and waive the coverage provided as of the above date shall be made and subscribed on or before March 1, of any year, on forms and in the manner prescribed by the District, and such withdrawal and waiver of coverage shall take effect on July 1 of the ensuing school year. The District's portion of such premium to be shared with the employee shall be determined as of the first effective date of the withdrawal and waiver (i.e. July 1 next following written election of withdrawal and waiver of coverage). The availability of said withdrawal and waiver of coverage with a resulting savings and sharing of District's premium costs and subsequent right of re-entry after such withdrawal shall be subject to requirements of the insurer and the insuring contract and/or any relevant law or rules and regulations of any governmental agency having the force of law; it is further understood that such withdrawal/waiver shall not occur or continue if it prevents compliance with insurers requirements as to the percentage and/or number of unit participants for District continuation or renewal of participation in the affected Health Plan. Any person hired after October 12, 1988 irrespective of the coverage selected at the time of hire (Individual or Family) who thereafter elects to withdraw from enrollment in the District Health Plan and waive coverage thereunder shall be entitled to a fifty (50%) percent share of the District's savings based on the District's portion of premium which is applicable only to Individual Coverage.

**SECTION IV. - *DENTAL INSURANCE PLAN***

- A. Commencing with July 1, 1991, and thereafter, the District's contribution to the existing Dental Plan shall be limited to \$18.74 per month for single enrollment and any premium cost exceeding \$18.74 per month shall be paid by payroll deduction of employee participating in said plan on single enrollment basis.
- B. Commencing with July 1, 1991, and thereafter, the District's contribution to the existing Dental Plan shall be limited to \$55.13 per month for family enrollment and any premium cost exceeding \$55.13 per month shall be paid by payroll deduction of employee participating in said plan on family enrollment basis.

- C. Operations Unit shall be provided with an opportunity to make recommendations to the District for changes in said Dental Plan by submitting a different plan available through District's broker if possible, for purpose of effectuating economies in premium cost, provided that any change of plan must be made in conjunction with other units involved in said plan; provided further that such change shall be subject to and shall conform with times or dates that do not conflict with existing contracts or result in redundant premium costs payable to existing carrier because of plan change or because of change of carriers.

#### **SECTION V. - *EXTENDED HEALTH BENEFIT***

- A. In the event that an employee, in the course of continued disability, or illness entitling such employee to use of sick leave compensation, exhausts his/her leave entitlement and goes off payroll, the district shall pay the full premium for medical insurance of the particular medical plan in which such employee is enrolled at the time such illness or disability commenced for a period of three (3) months from date that employee goes off payroll.
- B. If employee is not back on payroll at the end of the three month period set forth in paragraph A, employee may petition the Board of Education for an extension of the premium benefit recited in said paragraph A for a maximum period of an additional three (3) months. The grant or denial of such petition shall be at the sole discretion of the Board of Education and shall not be grievable either by the petitioning employee or the representative of the bargaining unit.
- C. The premium benefits set forth in paragraph A above, if granted, shall be subject to and contingent upon full cooperation of the affected employee in providing all information, including without limitation medical reports and hospital reports, and, if necessary, medical examinations, which the district may require to obtain a waiver of premium from the provider of such medical insurance.

#### **SECTION VI. - LONG TERM DISABILITY POLICY**

- A. The District will provide a long term disability insurance policy for all bargaining unit employees. The total annual cost of this coverage to the District shall not exceed \$3,500. Any additional cost shall be absorbed by the employees covered.

### **ARTICLE XXI - GRIEVANCE PROCEDURE**

#### **SECTION I.**

Should any employee have a grievance or dispute arising from Collective Bargaining Agreement between the Civil Service Employees Association and the District as to the meaning, application, performance or operation of any provision of this Agreement, such grievance or dispute shall be first informally discussed between the member, the Assistant Superintendent for Business or his/her designee and C.S.E.A. representative when requested by employee. In the event that such grievance or dispute cannot be informally resolved employee shall proceed as follows:

- A. Any employee aggrieved with relation to her/his work, may present her/his grievance in writing to the Assistant Superintendent for Personnel or her/his designee. A written report shall be given by the Assistant Superintendent for Personnel indicating what action if any, will be taken with respect to the grievance; such report shall be given within ten (10) working days of the date of presentation of the grievance.
- B. If the employee is dissatisfied with the action taken by the Assistant Superintendent for Personnel with respect to her/his grievance, such employee shall present her/his grievance in writing to the Superintendent of Schools within fifteen (15) days of the date that the Assistant Superintendent for Personnel's reply to grievant was given. The Superintendent of Schools shall thereupon submit her/his reply in writing within ten (10) days of the date of submission of the written grievance to her/him.
- C. If an employee is still not satisfied with the decision, the full complaint may be submitted within fifteen (15) calendar days of the Superintendent's reply to the American Arbitration Association for an advisory non-binding determination pursuant to the rules and regulations of said Association. Cost of Advisory Arbitration shall be paid evenly by the parties.
- D. All grievances and disputes referred to in Section I must be initiated under the above procedure within thirty (30) calendar days of the alleged occurrence of such grievance or dispute.
- E. Board of Education shall review the advisory determination and shall accept or reject within thirty (30) days the said A.A.A. determination, unless upon written explanation to grievant, with copy to local C.S.E.A. representative, the Board advises that additional time is required for proper determination.

## **ARTICLE XXII - SEVERANCE PAY IN EVENT OF STAFF REDUCTION**

### **SECTION I.**

Each member of Operations Unit employed at least one (1) year shall be entitled to accumulate a severance day bank per year equal to the number of unused personal leave days per year to a maximum of twenty (20) days.

### **SECTION II.**

Any Unit employee terminated due to work force reduction shall be entitled to compensation equal to the number of accumulated days pursuant to Article XXII, Section I, above at the last rate of pay adjusted to per diem.



### SECTION III.

The personal leave days accumulated pursuant to Article XXII, Section I, above shall not reduce the number of conversion days from unused personal leave days to sick leave days as provided in Article XI, Section III, of this agreement.

### **ARTICLE XXIII** **EMPLOYEE STATUS OF 10 MONTH EMPLOYEES**

During the term of this agreement, and for the purpose of this article until a successor agreement is executed, each member of the Operations Unit, employed by the District during the ten (10) month academic year, who is employed in any capacity by the District as of the last day of any academic year or term, or the last day preceding any customary and established school vacation period, holiday recess of schools or other school recess, shall continue to be employed in the same capacity at the commencement of the ensuing academic year or term and at the commencement of the period immediately following such vacation period, holiday recess or other school recess, unless such unit member is given written notice before the last day of such academic year or term, or the last day preceding such vacation period, holiday recess or other school recess, and his/her said services will not be resumed at the commencement of the aforesaid ensuing academic year or term, or period immediately following such holiday vacation or recess.

It is understood and agreed that subject to the specific provisions of this article relating to continuation of services, the provisions of this article are not intended to, nor shall same be construed:


1. To deprive any unit member employed by the District, legal employment rights that such employee possesses in the absence of this article.
2. To deprive the District of any legal rights to terminate at any time, any employee of the aforesaid unit that the District possesses in the absence of this article.

It is further agreed that if Chapter 675 of the laws of 1977 of the State of New York are amended in pertinent part so that non-professional employees regularly employed by this District are not entitled to claim unemployment insurance benefits for periods between successive academic years, or during vacation periods or customary and established school recess period, or if any decision is made by a court of last resort construing the aforesaid provisions of law relating to unemployment insurance consistent with the above postulated amendment or said Chapter 675, then in either of such events this article shall be deemed canceled as of the effective date of such amendment or judicial determination.

## ARTICLE XXIV - STATUTORY PROVISIONS

It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit is implementation by amendments of law, or by providing the additional funds therefore, shall not become effective until the appropriate legislative body has given approval.

Dated: May 28, 1996

By:   
*President, Board of Education*  
Bethpage Union Free School District

Dated: May 28, 1996

By: Raquel A. Lehmann  
*President, C.S.E.A., Inc. Local 1000*  
AFSCME, AFL-CIO, The Certified Union

Dated: May 28, 1996

By: Kenneth J. Butcher  
*Collective Bargaining Specialist*  
Civil Service Employees Association

Dated: May 28, 1996

By: Daniel Nyakuti  
*Superintendent of Schools*

BETHPAGE UNION FREE SCHOOL DISTRICT  
Bethpage, New York

**CLERICAL SALARY SCHEDULE - SCHEDULE "A" - 12 Months**  
*Effective July 1, 1995 - June 30, 1996*

Salary Steps	Senior Account Clerk	Sten. Sec. Asst. Supt. Sec. Pup. Pers. Sec.	Sr. Steno.: Principals Bus. Mgr. Trans/Attend. Secretaries	Senior Clerk	Account Clerk - Payroll Non-Sup., Account Clerk Rec/Payable Non-Supervisory
1	29,704	28,915	26,847	26,801	26,772
2	30,688	29,905	27,819	27,786	27,750
3	31,677	30,877	28,800	28,768	28,727
4	32,655	31,858	29,779	29,743	29,700
5	33,646	32,831	30,747	30,716	30,681
6	34,629	33,816	31,725	31,747	31,910
7	35,609	34,785	32,711	32,674	32,639
8	36,599	35,771	33,691	33,653	33,623
9	37,580	36,746	34,669	34,678	34,590
10	38,562	37,728	35,647	35,612	35,572
11	39,552	38,716	36,626	36,596	36,554

Longevity: \$400 after 12 years of continuous District Service on salaried basis;

Additional \$650 after 15 years of continuous District Service on salaried basis;

Additional \$350 after 18 years of continuous District Service on salaried basis;

Additional \$200 after 28 years of continuous District Service on salaried basis.

Longevity prorated in accordance with salary payments, and in no event shall any longevity payment be due or payable beyond last date of employment in the district.

BETHPAGE SCHOOLS  
BETHPAGE UNION FREE SCHOOL DISTRICT  
Bethpage, New York

<b>CLERICAL SALARY SCHEDULE - SCHEDULE "A" - 12 Months</b> <i>Effective July 1, 1995 - June 30, 1996</i>
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Salary Steps	Assistant Bus Dispatcher	Steno	Tel. Opr. & Typist Clerk	Hourly Typist
1	36,236	24,815	23,168	8.56
2		25,785	24,149	8.72
3		26,772	25,125	8.91
4		27,748	26,107	9.13
5		28,725	27,085	9.35
6		29,697	28,064	9.54
7		30,681	29,038	9.78
8		31,665	30,017	10.05
9		32,639	31,000	
10		33,623	31,979	

Longevity: \$400 after 12 years of continuous District Service on salaried basis;  
Additional \$650 after 15 years of continuous District Service on salaried basis;  
Additional \$350 after 18 years of continuous District Service on salaried basis;  
Additional \$200 after 28 years of continuous District Service on salaried basis.

Longevity prorated in accordance with salary payments, and in no event shall any longevity payment be due or payable beyond last date of employment in the district.

BETHPAGE SCHOOLS  
BETHPAGE UNION FREE SCHOOL DISTRICT  
Bethpage, New York

**CLERICAL SALARY SCHEDULE - SCHEDULE "B" - 10 Months**  
*Effective July 1, 1995 - June 30, 1996*

Salary Steps	Sr. Steno Principals Secretaries	Steno	Sr. Library Clerk & Sr. Clerk	Typist Clerk	Teacher Aide Full-Time
1	20,484	18,934	20,451	17,677	17,677
2	21,226	19,673	21,202	18,428	18,428
3	21,976	20,427	21,949	19,175	19,175
4	22,722	21,175	22,696	19,919	19,919
5	23,463	21,920	23,439	20,670	20,670
6	24,210	22,662	24,190	21,412	21,412
7	24,960	23,412	24,931	22,160	22,160
8	25,704	24,162	25,679	22,905	22,905
9	26,456	24,908	26,461	23,652	23,652
10	27,200	25,656	27,173	24,401	24,401
11	27,949		27,925		

Longevity: \$400 after 12 years of continuous District Service on salaried basis;

Additional \$650 after 15 years of continuous District Service on salaried basis;

Additional \$235 after 18 years of continuous District Service on salaried basis;

Additional \$200 after 28 years of continuous District Service on salaried basis.

Longevity prorated in accordance with salary payments, and in no event shall any longevity payment be due or payable beyond last date of employment in the district.

BETHPAGE SCHOOLS  
BETHPAGE UNION FREE SCHOOL DISTRICT  
Bethpage, New York

**CLERICAL SALARY SCHEDULE - SCHEDULE "C"**  
**PERMANENT PART-TIME TYPIST & ACCOUNT CLERK**  
*Effective July 1, 1995 - June 30, 1996*

Salary Steps	Permanent Part-time Typist	Permanent Part-time Account Clerk
1	\$11.00/per hour	\$13.02/per hour
2	11.60/per hour	13.46/per hour
3	12.06/per hour	13.87/per hour
4	12.47/per hour	14.30/per hour
5	12.91/per hour	14.66/per hour
6	13.41/per hour	15.14/per hour
7	13.87/per hour	15.66/per hour
8	14.39/per hour	16.11/per hour

Longevity: \$250 after 12 years of continuous District Service on salaried basis;  
Additional \$325 after 15 years of continuous District Service on salaried basis;  
Additional \$147 after 18 years of continuous District Service on salaried basis;  
Additional \$200 after 28 years of continuous District Service on salaried basis.

Longevity prorated in accordance with salary payments, and in no event shall any longevity payment be due or payable beyond last date of employment in the district.

BETHPAGE SCHOOLS  
BETHPAGE UNION FREE SCHOOL DISTRICT  
Bethpage, New York

**REGISTERED NURSE SALARY SCHEDULE - SCHEDULE "D"**  
*Effective July 1, 1995 - June 30, 1996*

**Salary Steps**

**Registered Nurse**

1	26,253
2	27,150
3	28,049
4	28,944
5	29,841
6	30,737
7	31,631
8	32,530
9	33,429
10	33,939

Longevity Increase: \$400 after 12 years of continuous District service on salaried basis;

Additional: \$650 after 15 years of continuous District service on salaried basis;

Additional: \$235 after 18 years of continuous District service on salaried basis;

Additional: \$200 after 28 years of continuous District Service on salaried basis.

Longevity prorated in accordance with salary payments, and in no event shall any longevity payment be due or payable beyond last date of employment in the district.

BETHPAGE SCHOOLS  
BETHPAGE UNION FREE SCHOOL DISTRICT  
Bethpage, New York

**TEACHER AIDES - SCHEDULE "E"**  
*Effective July 1, 1995 - June 30, 1996*  
*(Based on Five Hours Per Day)*

**Salary Steps**

**Teacher Aide**

1	12,621
2	13,158
3	13,691
4	14,222
5	14,758
6	15,288
7	15,822
8	16,354
9	16,888
10	17,422

Longevity Increase: \$250 after 12 years of continuous District service on salaried basis;

Additional: \$325 after 15 years of continuous District service on salaried basis;

Additional: \$147 after 18 years of continuous District service on salaried basis;

Additional: \$200 after 28 years of continuous District Service on salaried basis.

This schedule computed on basis of 5 hr. day, is subject to Article XIX Section I-F as to length of work day.

Longevity prorated in accordance with salary payments, and in no event shall any longevity payment be due or payable beyond last date of employment in the district.



BETHPAGE SCHOOLS  
Bethpage, New York

HOLIDAYS  
1995-96 CALENDAR

12 Month Clerical Employees

July 4, 1995	Tuesday	Independence Day
September 4, 1995	Monday	Labor Day
October 9, 1995	Monday	Columbus Day
November 10, 1995	Friday	Veterans Day
November 23, 1995	Thursday	Thanksgiving Day
November 24, 1995	Friday	Day after Thanksgiving Day
December 25, 1995	Monday	Christmas Day
January 1, 1996	Monday	New Year's Day
January 15, 1996	Monday	Martin Luther King Day
February 19, 1996	Monday	President's Day
April 5, 1996	Friday	Good Friday
May 27, 1996	Monday	Memorial Day

12 month employees: 12 holidays, plus 1 option day

Note: In the event that snow emergency closing of schools, or other district building(s), do not deplete the full number of days provided for in the school calendar for emergency closing, 12 month employees shall be entitled to days off equal to the number of days granted to the 10-month employees for unused snow days, to be taken on the dates designated by the Superintendent of Schools.

March 1995

**VACATIONS:      *CLERICAL PERSONNEL — 12-Month Employees***

2 Weeks	After one (1) year continuous service in District
3 Weeks	After five (5) years continuous service in District
4 Weeks	After ten (10) years continuous service in District

Vacation entitlement for a fiscal year shall be determined as follows: Service time shall be based on full-time, continuous employment in the District. Annual vacation entitlement shall be in accordance with the following schedule:

	<b>Maximum Days</b>
(a)    completed less than 5 years of service June 30	10
(b)    completed 5 years but less than 10 years of service by June 30	15
(c)    completed more than 10 years of service by June 30	20

**NOTE:    TEN-MONTH EMPLOYEES**

Ten-month employees (clerical personnel, Registered Nurses and Part-time Secondary School Monitors) are not entitled to a vacation in view of the fact that their scheduled work year now generally conforms to school calendar year except as otherwise stipulated in Article III hereof.

BETHPAGE SCHOOLS  
Bethpage, New York

1995-96 SCHOOL CALENDAR  
Approved March 28, 1995

<u>MONTH</u>				<u>No. of Days</u>
September	4	Labor Day	(Schools Closed)	
	* 5	First Day of School		
	25-26	Rosh Hashanah	(Schools Closed)	17
October	4	Yom Kippur	(Schools Closed)	
	9	Columbus Day	(Schools Closed)	20
November	10	Veterans Day	(Schools Closed)	
	23-24	Thanksgiving Recess	(Schools Closed)	19
December	8	Immaculate Conception	(Schools Closed)	
	25-29	Holiday Recess	(Schools Closed)	15
January	1	Holiday Recess	(Schools Closed)	
	15	Martin Luther King Day	(Schools Closed)	21
February	19-23	Winter Recess	(Schools Closed)	16
March				21
April	4-12	Spring Recess	(Schools Closed)	15
May	27	Memorial Day	(Schools Closed)	22
June	* 21	Last Day of School		15

Schools Open - 181 Days

Excess days used for emergency closings prior to February 9, 1996, shall be made up during the February recess commencing with February 19, 1996. Any additional day needed to meet the 180-day school year requirement shall be made up during the Spring Recess, commencing April 4, 1996.

If there is one unused snow days, schools will be closed May 16, 1996.

March 1995

BETHPAGE SCHOOLS  
BETHPAGE UNION FREE SCHOOL DISTRICT  
Bethpage, New York

**CLERICAL SALARY SCHEDULE - SCHEDULE "A" - 12 Months**  
*Effective July 1, 1996 - June 30, 1997*

Salary Steps	Senior Account Clerk	Sten. Sec. Asst. Supt. Sec. Pup. Pers. Sec.	Sr. Steno.: Principals Bus. Mgr. Trans/Attend. Secretaries	Senior Clerk	Account Clerk - Payroll Non-Sup., Account Clerk Rec/Payable Non-Supervisory
1	30,803	29,985	27,840	27,793	27,763
2	31,823	31,011	28,848	28,814	28,777
3	32,849	32,019	29,866	29,832	29,790
4	33,863	33,037	30,881	30,843	30,799
5	34,891	34,046	31,885	31,852	31,816
6	35,910	35,067	32,899	32,922	33,091
7	36,927	36,072	33,921	33,883	33,847
8	37,953	37,095	34,938	34,898	34,867
9	38,970	38,106	35,952	35,961	35,870
10	39,989	39,124	36,966	36,930	36,888
11	41,015	40,148	37,981	37,950	37,906

Longevity: \$500 after 12 years of continuous District Service on salaried basis;

Additional \$750 after 15 years of continuous District Service on salaried basis;

Additional \$450 after 18 years of continuous District Service on salaried basis;

Additional \$300 after 28 years of continuous District Service on salaried basis.

Longevity prorated in accordance with salary payments, and in no event shall any longevity payment be due or payable beyond last date of employment in the district.

BETHPAGE SCHOOLS  
BETHPAGE UNION FREE SCHOOL DISTRICT  
Bethpage, New York

**CLERICAL SALARY SCHEDULE - SCHEDULE "A" - 12 Months**  
*Effective July 1, 1996 - June 30, 1997*

Salary Steps	Assistant Bus Dispatcher	Steno	Tel. Opr. & Typist Clerk	Hourly Typist
1	37,577	25,733	24,025	8.88
2		26,739	25,043	9.04
3		27,763	26,055	9.24
4		28,775	27,073	9.47
5		29,788	28,087	9.70
6		30,796	29,102	9.89
7		31,816	30,112	10.14
8		32,837	31,128	10.42
9		33,847	32,147	
10		34,867	33,162	

Longevity: \$500 after 12 years of continuous District Service on salaried basis;

Additional \$750 after 15 years of continuous District Service on salaried basis;

Additional \$450 after 18 years of continuous District Service on salaried basis;

Additional \$300 after 28 years of continuous District Service on salaried basis.

Longevity prorated in accordance with salary payments, and in no event shall any longevity payment be due or payable beyond last date of employment in the district.

BETHPAGE SCHOOLS  
BETHPAGE UNION FREE SCHOOL DISTRICT  
Bethpage, New York

**CLERICAL SALARY SCHEDULE - SCHEDULE "B" - 10 Months**  
*Effective July 1, 1996 - June 30, 1997*

Salary Steps	Sr. Steno Principals Secretaries	Steno	Sr. Library Clerk & Sr. Clerk	Typist Clerk	Teacher Aide Full-Time
1	21,242	19,635	21,208	18,331	18,331
2	22,011	20,401	21,986	19,110	19,110
3	22,789	21,183	22,761	19,884	19,884
4	23,563	21,958	23,536	20,656	20,656
5	24,331	22,731	24,306	21,435	21,435
6	25,106	23,500	25,085	22,204	22,204
7	25,884	24,278	25,853	22,980	22,980
8	26,655	25,056	26,629	23,752	23,752
9	27,435	25,830	27,440	24,527	24,527
10	28,206	26,605	28,178	25,304	25,304
11	28,983		28,958		

Longevity: \$500 after 12 years of continuous District Service on salaried basis;

Additional \$750 after 15 years of continuous District Service on salaried basis;

Additional \$335 after 18 years of continuous District Service on salaried basis;

Additional \$300 after 28 years of continuous District Service on salaried basis.

Longevity prorated in accordance with salary payments, and in no event shall any longevity payment be due or payable beyond last date of employment in the district.

BETHPAGE SCHOOLS  
BETHPAGE UNION FREE SCHOOL DISTRICT  
Bethpage, New York

**CLERICAL SALARY SCHEDULE - SCHEDULE "C"**  
**PERMANENT PART-TIME TYPIST & ACCOUNT CLERK**  
*Effective July 1, 1996 - June 30, 1997*

Salary Steps	Permanent Part-time Typist	Permanent Part-time Account Clerk
1	\$11.41/per hour	\$13.50/per hour
2	\$12.03/per hour	\$13.96/per hour
3	\$12.51/per hour	\$14.38/per hour
4	\$12.93/per hour	\$14.83/per hour
5	\$13.39/per hour	\$15.20/per hour
6	\$13.91/per hour	\$15.70/per hour
7	\$14.38/per hour	\$16.24/per hour
8	\$14.92/per hour	\$16.71/per hour

Longevity: \$312 after 12 years of continuous District Service on salaried basis;  
Additional \$375 after 15 years of continuous District Service on salaried basis;  
Additional \$209 after 18 years of continuous District Service on salaried basis;  
Additional \$300 after 28 years of continuous District Service on salaried basis.

Longevity prorated in accordance with salary payments, and in no event shall any longevity payment be due or payable beyond last date of employment in the district.

BETHPAGE SCHOOLS  
BETHPAGE UNION FREE SCHOOL DISTRICT  
Bethpage, New York

**REGISTERED NURSE SALARY SCHEDULE - SCHEDULE "D"**  
*Effective July 1, 1996 - June 30, 1997*

Salary Steps

Registered Nurse

1	27,224
2	28,155
3	29,087
4	30,015
5	30,945
6	31,874
7	32,801
8	33,734
9	34,666
10	35,195

Longevity Increase: \$500 after 12 years of continuous District service on salaried basis;

Additional: \$750 after 15 years of continuous District service on salaried basis;

Additional: \$335 after 18 years of continuous District service on salaried basis;

Additional: \$300 after 28 years of continuous District Service on salaried basis.

Longevity prorated in accordance with salary payments, and in no event shall any longevity payment be due or payable beyond last date of employment in the district.



BETHPAGE SCHOOLS  
BETHPAGE UNION FREE SCHOOL DISTRICT  
Bethpage, New York

**TEACHER AIDES - SCHEDULE "E"**  
*Effective July 1, 1996 - June 30, 1997*  
*(Based on Five Hours Per Day)*

Salary Steps

Teacher Aide

1	13,088
2	13,645
3	14,198
4	14,748
5	15,304
6	15,854
7	16,407
8	16,959
9	17,513
10	18,067

Longevity Increase: \$312 after 12 years of continuous District service on salaried basis;

Additional: \$375 after 15 years of continuous District service on salaried basis;

Additional: \$209 after 18 years of continuous District service on salaried basis;

Additional: \$300 after 28 years of continuous District Service on salaried basis.

This schedule computed on basis of 5 hr. day, is subject to Article XIX Section I-F as to length of work day.

Longevity prorated in accordance with salary payments, and in no event shall any longevity payment be due or payable beyond last date of employment in the district.

BETHPAGE SCHOOLS  
BETHPAGE UNION FREE SCHOOL DISTRICT  
Bethpage, New York

**CLERICAL SALARY SCHEDULE - SCHEDULE "A" - 12 Months**  
*Effective July 1, 1997 - June 30, 1998*

Salary Steps	Senior Account Clerk	Sten. Sec. Asst. Supt. Sec. Pup. Pers. Sec.	Sr. Steno.: Principals Bus. Mgr. Trans/Attend. Secretaries	Senior Clerk	Account Clerk - Payroll Non-Sup., Account Clerk Rec/Payable Non-Supervisory
1	31,943	31,094	28,870	28,821	28,790
2	33,000	32,158	29,915	29,880	29,842
3	34,064	33,204	30,971	30,936	30,892
4	35,116	34,259	32,024	31,984	31,939
5	36,182	35,305	33,065	33,031	32,993
6	37,239	36,364	34,116	34,140	34,315
7	38,293	37,407	35,176	35,137	35,099
8	39,357	38,468	36,231	36,189	36,157
9	40,412	39,516	37,282	37,292	37,197
10	41,469	40,572	38,334	38,296	38,253
11	42,533	41,633	39,386	39,354	39,309

Longevity: \$600 after 12 years of continuous District Service on salaried basis;

Additional \$850 after 15 years of continuous District Service on salaried basis;

Additional \$550 after 18 years of continuous District Service on salaried basis;

Additional \$400 after 28 years of continuous District Service on salaried basis.

Longevity prorated in accordance with salary payments, and in no event shall any longevity payment be due or payable beyond last date of employment in the district.

BETHPAGE SCHOOLS  
BETHPAGE UNION FREE SCHOOL DISTRICT  
Bethpage, New York

**CLERICAL SALARY SCHEDULE - SCHEDULE "C"**  
**PERMANENT PART-TIME TYPIST & ACCOUNT CLERK**  
*Effective July 1, 1997 - June 30, 1998*

Salary Steps	Permanent Part-time Typist	Permanent Part-time Account Clerk
1	\$11.83/per hour	\$14.00/per hour
2	\$12.48/per hour	\$14.48/per hour
3	\$12.97/per hour	\$14.91/per hour
4	\$13.41/per hour	\$15.38/per hour
5	\$13.89/per hour	\$15.76/per hour
6	\$14.43/per hour	\$16.28/per hour
7	\$14.91/per hour	\$16.84/per hour
8	\$15.47/per hour	\$17.33/per hour

Longevity: \$375 after 12 years of continuous District Service on salaried basis;  
Additional \$425 after 15 years of continuous District Service on salaried basis;  
Additional \$272 after 18 years of continuous District Service on salaried basis;  
Additional \$400 after 28 years of continuous District Service on salaried basis.

Longevity prorated in accordance with salary payments, and in no event shall any longevity payment be due or payable beyond last date of employment in the district.

BETHPAGE SCHOOLS  
BETHPAGE UNION FREE SCHOOL DISTRICT  
Bethpage, New York

**TEACHER AIDES - SCHEDULE "E"**  
*Effective July 1, 1997 - June 30, 1998*  
*(Based on Five Hours Per Day)*

Salary Steps

Teacher Aide

1	13,572
2	14,150
3	14,723
4	15,294
5	15,870
6	16,441
7	17,014
8	17,586
9	18,161
10	18,735

Longevity Increase: \$375 after 12 years of continuous District service on salaried basis;

Additional: \$425 after 15 years of continuous District service on salaried basis;

Additional: \$272 after 18 years of continuous District service on salaried basis;

Additional: \$400 after 28 years of continuous District Service on salaried basis.

This schedule computed on basis of 5 hr. day, is subject to Article XIX Section I-F as to length of work day.

Longevity prorated in accordance with salary payments, and in no event shall any longevity payment be due or payable beyond last date of employment in the district.

BETHPAGE SCHOOLS  
BETHPAGE UNION FREE SCHOOL DISTRICT  
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**CLERICAL SALARY SCHEDULE - SCHEDULE "A" - 12 Months**  
*Effective July 1, 1997 - June 30, 1998*

Salary Steps	Assistant Bus Dispatcher	Steno	Tel. Opr. & Typist Clerk	Hourly Typist
1	38,967	26,685	24,914	9.21
2		27,728	25,970	9.37
3		28,790	27,019	9.58
4		29,840	28,075	9.82
5		30,890	29,126	10.06
6		31,935	30,179	10.26
7		32,993	31,226	10.52
8		34,052	32,280	10.81
9		35,099	33,336	
10		36,157	34,389	

Longevity: \$600 after 12 years of continuous District Service on salaried basis;  
Additional \$850 after 15 years of continuous District Service on salaried basis;  
Additional \$550 after 18 years of continuous District Service on salaried basis;  
Additional \$400 after 28 years of continuous District Service on salaried basis.

Longevity prorated in accordance with salary payments, and in no event shall any longevity payment be due or payable beyond last date of employment in the district.

BETHPAGE SCHOOLS  
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**CLERICAL SALARY SCHEDULE - SCHEDULE "B" - 10 Months**  
*Effective July 1, 1997 - June 30, 1998*

Salary Steps	Sr. Steno Principals Secretaries	Steno	Sr. Library Clerk & Sr. Clerk	Typist Clerk	Teacher Aide Full-Time
1	22,028	20,361	21,993	19,009	19,009
2	22,825	21,156	22,799	19,817	19,817
3	23,632	21,967	23,603	20,620	20,620
4	24,435	22,770	24,407	21,420	21,420
5	25,231	23,572	25,205	22,228	22,228
6	26,035	24,370	26,013	23,026	23,026
7	26,842	25,176	26,810	23,830	23,830
8	27,641	25,983	27,614	24,631	24,631
9	28,450	26,786	28,455	25,434	25,434
10	29,250	27,589	29,221	26,240	26,240
11	30,055		30,029		

Longevity: \$600 after 12 years of continuous District Service on salaried basis;

Additional \$850 after 15 years of continuous District Service on salaried basis;

Additional \$435 after 18 years of continuous District Service on salaried basis;

Additional \$400 after 28 years of continuous District Service on salaried basis.

Longevity prorated in accordance with salary payments, and in no event shall any longevity payment be due or payable beyond last date of employment in the district.